 <p style="text-align: center;">WEST VIRGINIA DIVISION OF JUVENILE SERVICES</p>		<u>POLICY NUMBER:</u> <div style="text-align: center; font-size: 2em; font-weight: bold;">500.00</div>	<u>PAGES:</u> <div style="text-align: center; font-size: 1.5em; font-weight: bold;">4</div>
<u>CHAPTER:</u> Juvenile Services	<u>REFERENCE AND RELATED STANDARDS:</u> WV Code Chapter §§49-2-903; ACA 3-JTS-5A-01/02; ACA 3-JDF-5A-01 thru 5A-13; ACA 3-JCRF-5A-01/02/03; Prison Rape Elimination Act (PREA) of 2012, §§115.315, 115.341 and 115.342		
<u>SUBJECT:</u> Intake and Admission			
<u>DATE:</u> July 1, 2015			

PURPOSE

It is the policy of the West Virginia Division of Juvenile Services to ensure that all incoming juveniles undergo thorough screening and assessment at Intake and receive thorough orientation to the facility's procedures, rules, programs, and services.

CANCELLATION

This policy has been revised and supersedes policy 500.00 dated July 1, 2014.

APPLICABILITY

This Policy applies to all Division of Juvenile Services' residential facilities.

PROCEDURES

1. There is trained staff available on a 24-hour-a-day basis to conduct the intake process.
2. Admission of juveniles new to the system include, but are not limited to, the following:
 - a. determination that the juvenile is legally committed to the facility,
 - b. a complete intake into OIS,
 - c. complete search of the juvenile and possessions,
 - d. shower and hair care,
 - e. issue of clean, laundered clothing,

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- f. issue of personal hygiene articles,
 - g. medical, dental, and mental health screening entered into OIS,
 - h. assignment to a housing unit, including bedding,
 - i. assistance to juveniles in notifying their families of their admission and procedures for mail and visiting,
 - j. provision of written orientation materials to the juvenile,
 - k. Prison Rape Elimination Act (PREA) orientation, and
 - l. WV Juvenile Detention Screening Form (Coe Form) when assigned to any detention facility (completed in OIS).
3. The facility shall not search or physically examine a transgender or intersex resident for the sole purpose of determining the resident's genital status. If the resident's genital status is unknown, it may be determined during conversations with the resident, by reviewing medical records, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner.
4. Each resident is informed of the steps in the process at the initiation of intake.
5. Upon intake, each resident is informed that they may be subject to cross-gender supervision at any time. Notification of cross-gender supervision will also be included in the resident handbook and at the beginning of each shift and when there is a change in staff gender mix within the unit.
6. As soon as possible, but always within 72 hours of a resident's arrival, including transfers, and periodically throughout a resident's confinement, the facility PREA Compliance Manager will obtain and use information about each resident's personal history and behavior to reduce the risk of sexual behavior abuse by or upon a resident. The Facility Superintendent/Director, Lieutenant level or higher designee will review the PREA screening report to make the final determination of a resident's vulnerability for victimization.
7. Resident vulnerability assessments will be conducted and documented upon intake. At a minimum, the assessment will attempt to ascertain information about the following:
 - a. Prior sexual victimization or abusiveness,
 - b. Any gender nonconforming appearance or manner or identification as lesbian, gay, bisexual, transgender, or intersex (LGBTI), and whether the resident may therefore be vulnerable to sexual abuse,

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- c. Current charges and offense history,
 - d. Age,
 - e. Level of emotional and cognitive development,
 - f. Physical size and stature,
 - g. Mental illness or mental disabilities,
 - h. Intellectual or development disabilities,
 - i. Physical disabilities,
 - j. The resident's own perception of vulnerability; and
 - k. Any other specific information about individual residents that may indicate heightened needs for supervision, additional safety precautions, or separation from certain other residents.
8. Housing placement and other assignments for each resident cannot be based on a resident's identification or status as lesbian, gay, bisexual, transgender or intersex identification or use that status as an indicator of likelihood of being sexually abusive.
9. Each resident in a DJS facility will be housed based on his/her custody and housing assessment. Custody and housing assignments will not be based solely on the resident's sexual orientation or gender identity. Housing, bed, program, education, and work assignments are based on information obtained from assessments/risk screenings.
10. Intake Observation Period
- a. Residents will be on an observation period for up to three days as determined by treatment staff but will not be confined to a room during this period.
 - b. All residents while on an intake observation period will wear yellow shirts.
 - c. Intake or observation periods are not a result of resident behavior but are a period of orientation.
 - d. An observation form will be completed for residents on this status and uploaded into OIS.

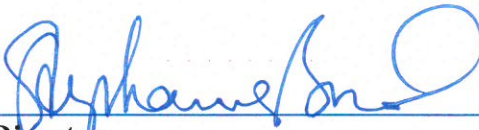
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11. All juveniles have the right to make at least two telephone calls to family members, attorneys, or other approved individuals during the admission process. One to a family member and one to legal counsel.
12. Each facility will have in place an operational procedure to ensure the standards and practices of this policy are followed.

RIGHTS RESERVED

The Director reserves the right to modify, suspend or cancel any provision herein in part or entirety, without advance notice, unless prohibited by law.

APPROVED:



Director

7/1/15

Date